

**NATRONA COUNTY DEVELOPMENT DEPARTMENT  
200 NORTH CENTER STREET, ROOM 202, CASPER, WY. 82601**

**PLANNED UNIT DEVELOPMENT (PUD)**

**General Information, Instructions and Application Form**

*(ref. Chapter VI, section 12, and Chapter x, 2000 Zoning Resolution)*

**GENERAL INFORMATION**

The intent and purpose of the PUD District is to establish a flexible procedure for lots of land which are to be planned and developed as a whole; using a unified design, encouraging creative methods, and a mixture of uses or design patterns not permitted in any other established zoning district. It is further the intent of this district to encourage the proper planning and design of these areas by providing for submission of concept plans and specific development plans by prospective developers. Land zoned PUD may be used for residential, business or industrial purposes, or certain combinations thereof, as approved by the Commission and Board.

Buildings may be clustered and/or set on lots of a size smaller than normally required by the Resolution and which may result in an overall density the same or slightly greater than is required by this resolution, but which contains large open park-like area with building concentrated in a few areas. Individual properties may be owned in fee with joint ownership of the open space.

*Please refer to the Natrona County Zoning Resolution for more detailed information regarding the requirements for a Planned Unit Development.*

**REVIEW AND PROCESSING OF APPLICATION**

**County Development Department**

An application for a PUD will not be accepted until the applicant has met with the **County Development Department** to discuss the proposal. The purpose of this “pre-application conference” is to inform the applicant of the requirements for submission of a PUD application and the estimated time frame for review. As a PUD project may involve complex issues, applicants are encouraged to engage the services of a professional planning or engineering firm with relevant experience before submitting an application.

An application for a **PUD** is first reviewed by the **County Development Department**. The Department meets with the applicant, conducts an on-site inspection of the property, gathers information from various sources, and submits a report and recommendation to the **Natrona County Planning and Zoning Commission**, including reasons why a particular recommendation is being made and a set of contingencies should approval be recommended.

### **Planning and Zoning Commission**

The **Planning and Zoning Commission** is a five-member volunteer board, appointed by the **Board of County Commissioners**. The **Planning and Zoning Commission** holds a public hearing on the **PUD** application, considers the report from the **County Development Department**, and receives testimony regarding the application. After considering this information, the **Planning and Zoning Commission** takes the following action:

- Recommend approval of the application as submitted to the Board of County Commissioners,
- Recommend approval of the application, subject to such modifications or conditions as it deems necessary, to the Board of County Commissioners.
- Table the application to a date specific. Or
- Recommend denial of the application to the Board of County Commissioners. With the applicant's express permission, the Commission may table the application indefinitely or dismiss the application.

### **Board of County Commissioners**

The **Board of County Commissioners** is a five-member elected board, representing the citizens of Natrona County and setting forth the policies of the Natrona County government. The **Board of County Commissioners** holds a public hearing on the **conditional use permit** application, considers the report from the **County Development Department** and action of the **Planning and Zoning Commission**, and receives public testimony regarding the application. After considering this information, the Board of County Commissioners takes the following action:

- Approve the application as recommended by the Planning and Zoning Commission,
- Approve the application as submitted.
- Approve the application on its own conditions,
- Deny the application,
- Remand the application to the Planning and Zoning Commission for reconsideration, or

- Table the application to a date specific. With the express consent of the applicant, the applicant's express permission, the Board of County Commissioners may table the application indefinitely or dismiss the application.

### **Requirement for Additional Information**

Either the Commission or the Board may require the applicant to furnish additional information so that the Commission or the Board or both can make a more informed decision. The information requested may include, but not be limited to, geotechnical reports, percolation tests, water analyses, and traffic studies. Such studies are to be provided at the sole expense of the applicant.

### **Submission of Specific Development Plan**

If the Board approves the proposal, the developer shall then submit a **specific development plan** consisting of engineering, architectural, landscaping and site plans for review by the County Building Inspector, County Surveyor, County Health department, County Planner and the Commission. The concept plan approved by the Board shall not be altered unless the developer requests said alteration, in writing, to the Board and submits an altered concept plan for consideration by the Commission and the Board.

If the development is constructed in stages, the total area shall be reviewed at the public hearings and each successive stage shall require the submission of a specific development plan consisting of engineering, architectural, landscaping and site plans, for review and approval by the County Building Inspectors, County Surveyor, County Health Department, County Planner and the Commission. Stages and estimated time of completion must be submitted on or with the concept of the plan.

The specific development plan, as approved by the Commission, shall be binding and shall not be altered during the construction of the PUD, except as hereinafter set forth.

Minor alteration in location, siting, alignment or bulk of structures, placement or type of plant material, change in grade, height or character of structures; or other similar alterations may be authorized by the County Planner if required by circumstances not foreseen at the time the specific development plan was approved.

All other alterations in use, intent, rearrangement of lots, realignment of major circulation patterns, density levels, provisions governing common or open spaces or the radio thereof, or any other alterations that substantially change the PUD, must be approved by the Commission at the public hearing for which public

notice is given. The same type and quality of data shall be required as was necessary for the original final approval and passage.

### **GUIDELINES FOR REVIEW**

When acting upon a **PUD application**, the **Planning and Zoning Commission** and the **Board of County Commissioners** shall be guided by the Intent and Purpose, and Goals and Policies provisions of the Zoning Resolution. In addition, for the following requirements apply for **PUDs**:

- 1) Areas zoned PUD must be suitable for the development proposed without creating hazards to persons or property on or off the site from probability of flooding, erosion, subsidence or slipping of the soil; and other dangers, annoyances or inconveniences. Areas must be compatible with the Natrona County Development Plan and Map; the Natrona County Land Use goals and policies; and the Constraints Overlay section of this Resolution (Physical Character of the Site).
- 2) Areas zoned PUD must have direct access to streets, roads or highways with a minimum 60' right-of-way, without creating traffic problems on streets or roads outside the PUD. Areas zoned PUD must be so located in relation to existing or extendible utilities and public services that no additional public expense will be involved, or the developer must offset added public expense (Location Requirements).
- 3) Areas zoned PUD must comply with the following design standards:
  - i. Encouragement of land use concepts not otherwise permitted in another established zoning district, such as: cluster development, open space and scenic preservation, provision of community areas or a unique and compatible mixture of uses.
  - ii. Must provide a minimum of usable open space which is free from structures or off-street parking areas per the following, unless found reducible upon proof submitted:
    - A. Residential only: 20% of the total site area
    - B. Business only: 10% of the total site area
    - C. Industrial only: 5% of the total site area
    - D. Residential/Business combination: 20% of the total site area
    - E. Business/Industrial combination: 10% of the total site area
  - iii. Must comply with established parking area and loading and unloading area provisions that would be necessary for the equivalent amount of individual development, as required in the

parking and loading sections of this Resolution, unless found reducible upon proof submitted by the developer that effectiveness of large-scale development may permit such reduction without destroying the intent of this Resolution.

- iv. Must provide landscaping appropriate to the development.
- v. Access points to arterial streets must be approved, in writing, by the County and other appropriate agencies.
- vi. Must use buffer area of open spaces or planted screens between abrupt changes of land use within the development.
- vii. May use a higher density than normally allowed in similar districts, if determined by the Commission, providing said density does not destroy the intent of this Resolution and is warranted by the creative design of the development.
- viii. Must meet other conditions, applicable to a particular development and as determined by the Commission.
- ix. Must initiate construction within one year after approval of the concept plan by the Board or the applicant must submit a written request for an extension to the Board. Extensions may be granted up to one year. If construction is not initiated within the time limit, the subject property may be initiated for rezoning by the Commission.

## **APPLICATION INSTRUCTIONS**

This is an application for a zone change to **Planned Unit Development** on the parcel of land described hereon. By completing the application form and providing the other requested information, your application will be acted upon in the fastest, fairest manner prescribed by law. **Citizens are encouraged to discuss their application with an appropriate member of the Development Department.** All applications must be complete.

### **PLEASE SUBMIT THE FOLLOWING:**

1. A completed application form. Answer all portions and type or print your answers. Attach additional pages, if needed.
2. The names and mailing addresses of all adjacent property owners. You may submit a letter from the adjacent owners indicating their support of your request.
3. Proof of ownership-copy of recorded deed. The owner of record must sign this application for the application to be valid.
4. A completed Erosion Control Plan.
5. A completed Site Plan.
6. Any other information or materials relevant to the application or as requested by the Development Department.

**Please plan on attending the public hearing and/or having a representative present. The Natrona County Planning and Zoning Commission meeting are held at 5:30 p.m. on the second Tuesday of each month at 200 North Center Street, in District Courtroom #1, in the old County Courthouse, Casper, WY.**

If you wish to have this request considered by \_\_\_\_\_, you must have the completed application filed in the County Planning Office no later than 4:30 p.m. on \_\_\_\_\_.

## **PLANNED UNIT DEVELOPMENT APPLICATION**

(Please read GENERAL INFORMATION AND APPLICATION INSTRUCTIONS before filling out)

I (We), the undersigned, do hereby petition the Board of County Commissioners of Natrona County, Wyoming, for a REZONE TO PLANNED UNIT DEVELOPMENT, as provided in chapter VI, Section 12, 2000 Natrona Zoning Resolution.

Applicant

Owner

1. Name: \_\_\_\_\_ Name: \_\_\_\_\_
2. Address: \_\_\_\_\_ Address: \_\_\_\_\_
3. Phone: \_\_\_\_\_ Phone: \_\_\_\_\_
4. Legal description and size of property (If within a platted subdivision, give subdivision name, block and lot number. If not within a platted subdivision, give quarter-section, section, township and range). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Current zoning of property: \_\_\_\_\_
6. Type of sewage disposal: Public \_\_\_ Septic \_\_\_ Holding Tank \_\_\_ Other \_\_\_
7. Source of water: \_\_\_\_\_
8. This property was purchased from: \_\_\_\_\_
9. The date this property was purchased: \_\_\_\_\_

I (We) herby certify that I (We) have read and examined this application and know the same to be true and correct to the best of my (our) knowledge. Granting this request does not presume to give authority to violate or cancel the provisions of any State or local laws. Falsification or misrepresentation is grounds for voiding this request, if granted. All information within, attached to or submitted with this application shall become part of the public record. I (We) further understand that all application fees are non-refundable.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Print Applicant Name: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Print Owner Name: \_\_\_\_\_

### **PUD CONCEPT PLAN**

Please submit the following information:

- A) Proof of ownership and a legal description of all land to be included in the PUD.
- B) The general anticipated architectural theme and building type(s) distinguishing the general uses proposed.
- C) The approximate acreage or square footage of each general use proposed.
- D) The portion and location of land to be retained for open space.
- E) The portion and location of land to be retained for public purposes, such as schools and fire stations.
- F) Provisions to be made for water, water waste, solid waste disposal and road maintenance.
- G) Evaluation of the impact on County services and steps to mitigate those impacts.
- H) Provisions to be made for access to the PUD.
- I) A written statement of the objectives to be achieved by the PUD.
- J) A general statement of anticipated gross density levels within each proposed land use category. For residential uses, density shall be determined by number of residential units per acre. For commercial and industrial uses, density shall be determined by gross floor area.